

Job Aid:

How to Locate and Respond to a Change Order

This Job Aid shows how to:

- Locate and respond to a Change Order
- Acknowledge the “revised” PO

Of Special Note:

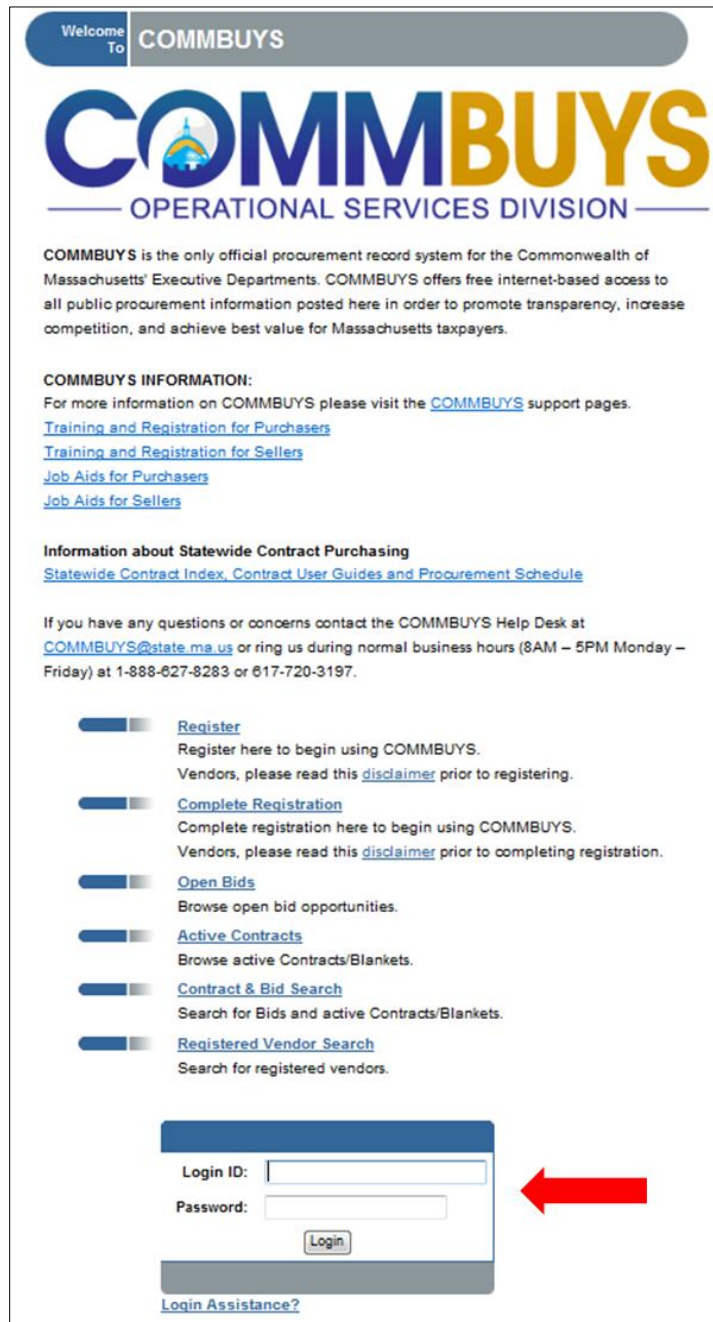
Change orders and revised Purchase Orders require review and response. After acknowledging a Change Order the Buyer will send a revised PO for the Seller to acknowledge and fulfill based on the buyer's request.

Screenshot

Directions

Step 1. Access COMMBUYS

1. Launch the COMMBUYS landing page by entering the URL for [COMMBUYS](https://www.commbuys.com) (<https://www.commbuys.com>) into the web browser.
2. Login using your login ID and password



Welcome To **COMMBUYS**

COMMBUYS
— OPERATIONAL SERVICES DIVISION —

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION:
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.
[Training and Registration for Purchasers](#)
[Training and Registration for Sellers](#)
[Job Aids for Purchasers](#)
[Job Aids for Sellers](#)

Information about Statewide Contract Purchasing
[Statewide Contract Index](#), [Contract User Guides and Procurement Schedule](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

Register
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.

Complete Registration
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.

Open Bids
Browse open bid opportunities.

Active Contracts
Browse active Contracts/Blankets.

Contract & Bid Search
Search for Bids and active Contracts/Blankets.

Registered Vendor Search
Search for registered vendors.

Login ID:
Password:

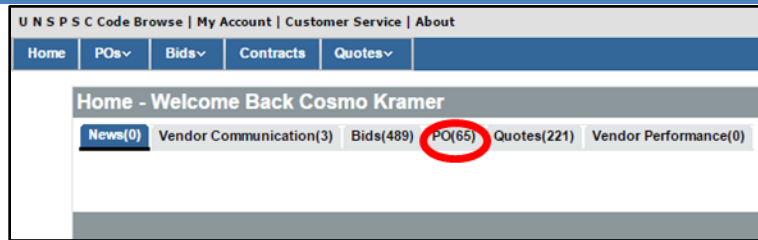
[Login Assistance?](#)

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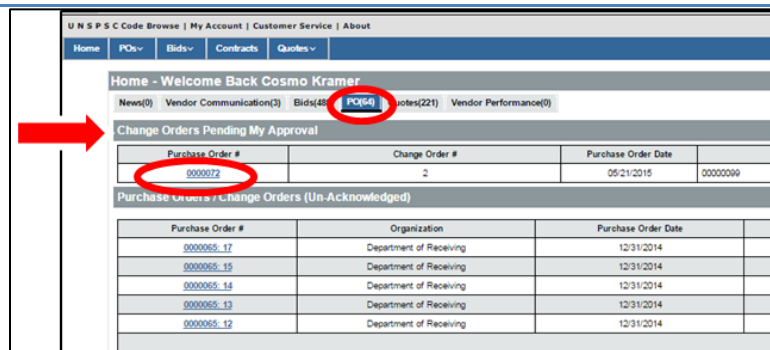
Screenshot

Directions



Step 2: Seller Control Panel

1. This is the Seller control panel.
2. Click the gray **PO** tab in the Control Center.



Step 3: Change Orders

1. When a PO is changed, notification is in the form of a Change Order.
2. Change Order notifications are sent to the primary email address associated with the organization's profile, but **not** to individual users in your organization.
3. Change Orders are found under the document tab for which they apply. In this example the change order falls under the PO tab because the change order was created on a PO sent to the organization.
4. Access the Change Order the same way you would a PO by clicking on the Purchase Order number of the Change Order.



Step 4: Change Order Disclaimer

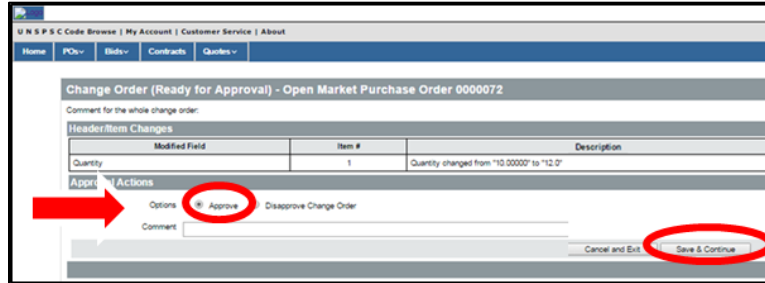
1. A disclaimer message appears.
2. Click **continue**

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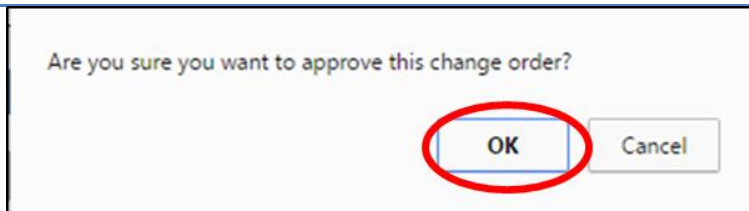
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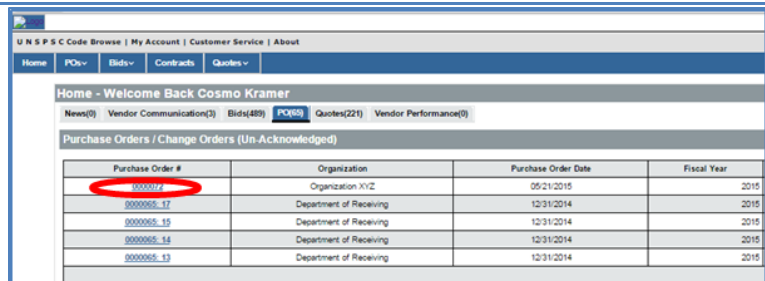
Step 5: Approve Change Order

1. In this case the buyer requested the seller approve the change order. The approve radio button will be selected by default.
2. Select the desired radio button to approve or disapprove the Change Order.
3. Click **Save & Continue**.



Step 6: Confirmation Pop-Up

1. A pop-up message prompts you to confirm approval of the change order.
2. After the Buyer applies the change order, the revised PO will appear in the Un-Acknowledged section of the PO tab.



Purchase Order #	Organization	Purchase Order Date	Fiscal Year
0000072	Organization XYZ	05/21/2015	2015
0000005_17	Department of Receiving	12/31/2014	2015
0000005_19	Department of Receiving	12/31/2014	2015
0000005_14	Department of Receiving	12/31/2014	2015
0000005_13	Department of Receiving	12/31/2014	2015

Step 7: Selecting the revised PO for acknowledgement.

1. Click the **Purchase Order number** to open the revised PO.



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[Download Acknowledgement](#)

☒ I am acknowledging receipt of this purchase order and/or its change order(s).

☐ Notify requestor of receipt of this purchase order and/or its change order(s).

Proceed

Cancel & Exit

Step 8 Acknowledge Revised PO with Change Order

1. In order to process the purchase order or change order, you must again acknowledge receipt.
2. To acknowledge the purchase order/change order, check both boxes and click **Proceed**.

[illegible]

Step 9 The Revised PO Summary Tab

1. The PO opens to the **Summary** tab.
2. Review all the information.

NOTE: You will see a section called **Change Orders** that displays the previously acknowledged change order. Please notice how the changes have also been incorporated into this revised PO in the Item Information section.

- ➡ Review all information for accuracy.